

SENIOR RESEARCH SEMINAR IN ECONOMICS, 2016-2017

Economics 4400E-001

Department of Economics

Western University

Course Outline

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- IV. How? Assignments/Steps to Complete Your Research
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I. Who?

Economics 4400 is a two-semester course for fourth year students in Economics Honors modules. The Course Committee consists of four faculty members (the Faculty Team), three specialized librarians, and a TA. In addition, students can and should seek advice from other faculty members who have expertise in their areas of interest.

The Faculty Team & Course Committee

Prof. Rui Castro SSC 4044 Phone: 519-661-2111 x85484 E-mail: rcastro7@uwo.ca Office hours: W: 2-4 or by appointment	Prof. Chris Robinson SSC 4011 Phone: 519-661-2111 x85047 E-mail: robinson@uwo.ca Office hours: T: 1:30- 3:30 or by appointment	Prof. Charles Saunders SSC 4063 Phone: 519-661-2111 x85410 Email: csaund9@uwo.ca Office hours: W: 2-4 or by appointment	Prof. Terry Sicular (coordinator) SSC 4015 Phone: 519-661-2111 x85292 Email: sicular@uwo.ca Office hours: W: 2-4 or by appointment
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Map and Data Library

(<http://www.lib.uwo.ca/madgic/>)

Vince Gray & Liz Hill

Weldon Library (ground floor, room 14)

Phone: 661-2111 x85044 & x85049

Email: vince@uwo.ca, ethill@uwo.ca

Weldon Economics Librarian

Kristin Hoffmann

Weldon Library M1J

Phone: 661-2111 x84818

Email: khoffma8@uwo.ca

Consultations by appointment

Teaching Assistant

Sha Wang

SSC 4046

Email: swang684@uwo.ca

Office hours: By appointment.

Course Website: <https://owl.uwo.ca>

II. What and Why?

Course Description

The aim of this course is to help you develop the skills to carry out an original research project through learning by doing. During the course of the year you will write a substantial, original research paper on a topic chosen and researched by you in consultation with the Faculty Team. Subject to the approval of, and in consultation with, the Faculty Team, you will select a topic you find interesting, choose your approach and methodology, and work solo or with a partner.

You will submit several written assignments plus the final research paper. You will also present your research to the class and discuss in writing and orally the research paper of a classmate. More details on the course requirements appear below. Useful and important information is available on the course OWL website and from time to time will be circulated by email (to your Western email address). Be sure to check the OWL website and your Western email regularly.

The Course Committee will endeavour to help you with all aspects of the project. We will provide class presentations, hands-on demos, and informal consultation and feedback throughout the year. While we will provide support, this is *your* research project. It is up to you to take charge, set your directions, and carry the project through to completion. Your success will depend on the initiative, resourcefulness, effort and skill that you devote to your project.

Research is a collective endeavour. We strongly encourage you to interact formally and informally with your classmates so as to generate positive externalities and form a community of scholars (see Student Choice Award below).

Course Structure

Research involves the following steps: finding a topic, reading the relevant literature, developing a research strategy, accessing and analysing relevant data, writing a first draft, and revising the draft to complete the final research paper. Young scholars benefit from systematically following these steps. We have structured the course and its assignments accordingly.

Students are required to submit all assignments and meet all deadlines. Students are expected to consult with and keep the Faculty Team informed of their research progress. To facilitate communication, each student (or partnership) will be assigned one member of the Faculty Team as primary supervisor. You are expected to take the initiative to communicate with your supervisor on a regular basis (we suggest *at least* every two weeks).

Within these parameters, you have considerable flexibility to follow your interests and develop your own research project.

Requirements and Assessment

The formal requirements of EC 4400 are:

- To complete six written assignments on your research (the topic proposal; the research plan and literature survey; two progress reports; the draft paper; and the final paper—see **below for descriptions and due dates**)
- To consult with and keep in touch with the Faculty Team and your main supervisor
- To make presentations of your work to the class
- To discuss the work of others (including oral and written discussant reports on another draft paper—see below)
- To attend and participate in all class meetings

The course mark will be calculated as follows:

10%	topic proposal and presentation
15%	research plan and literature survey
5%	data progress report
5%	progress report #2
20%	draft paper and presentation
10%	discussion of another draft paper (oral and written)
35%	final paper

Note: A mark on the final paper of at least 60 is required to receive a mark of 60 or higher in the course. If the final paper's mark is below 60, the course mark will be the course average (calculated as above) or 58, whichever is lower.

Note: This course may not provide assessment of work accounting for 15% of the final grade before the Nov 30th drop deadline for a full-year course. The Dean of the Faculty of Social Science has approved an exemption from this policy for this course.

Working with a **partner** has many advantages, and we strongly encourage it. If you choose to work with a partner, you and your partner will receive the same marks on everything *except* the discussion of another draft paper. The discussion assignment must be done individually (without a partner).

Late Penalties

Due dates for the assignments are shown in the timetable below. Grade penalties (out of 100) for late submissions will be as follows:

1-24 hours late	-10 points
24-48 hours late	-30 points
48-72 hours late	-50 points
>72 hours late	no credit

Learning Outcomes

By the end of this course, students will be able to conduct independent, original economic research. Specific learning outcomes include being able to:

- formulate a clear research question
- identify and synthesize literature relevant to a research question
- design and carry out a plan to investigate a research question
- analyze data using appropriate software and empirical methods
- apply economic concepts, models and methods to address a research question
- interpret research findings and draw appropriate conclusions
- present research in a professional manner, both orally and in writing
- evaluate critically the quality of one's own research as well as that of others
- give and receive critical feedback, both orally and in writing, in a constructive, professional manner

III. When and Where?

The scheduled class times are **Tues. 4:30-5:30** and **Thurs. 4:30-6:30**. The classroom is **SSC 2036**.

The class will meet some *but not all* of the scheduled class times; **beware that on a few dates class will meet outside of the scheduled class times**. Currently planned class meetings are shown on the timetable below. ***Keep all T, Th class times available even if no meeting is shown in the timetable***, in case we add a class session. Please be sure to note all the class meeting times in your calendar.

Our classroom has been booked for the entire academic year. When the class is not meeting, you are welcome to use our classroom during the scheduled class times to organize discussion groups, consult with classmates, and practise presentations.

Timetable

Scheduled class meetings are shown below. Please note: Some classes **(a) meet in other locations, (b) extend past the scheduled class times, and (c) meet on other days and outside the normal times**. Such class meetings are highlighted.

Attendance is **mandatory** for all sessions with student presentations and *strongly* recommended all other times.

Fall term:

- Sept 8 (Th) First day of class—distribution of course outline
Sept 13 (Tu) Introductions, discussion of course requirements, Q & A—*Course Committee*
5:30 pm onward: ***Ec 4400E Meet and Greet at the Grad Club, Middlesex College***
Sept 15 (Th) How to find a topic, Q & A—*Faculty Team*

- Sept 22 (Th) Finding Sources/Literature for Your Research — *Kristin Hoffman* (*Library Instruction Room in the Map & Data Centre, ground floor of Weldon Library*)
- Sept 27 (Tu)** Dos and Don'ts of Data — *Vince Gray*
Notify of intent to partner, by email to sicular@uwo.ca
- Sept 29 (Th) Download Some Data — *Vince Gray* (*Library Instruction Room in the Map & Data Centre on the ground floor of Weldon Library*)
- Oct 3 (Mon)** **Proposals are due.** *Bring three hard copies to SSC 4075 and upload a copy to OWL by 4:00 pm. Put your name(s) and student number(s) on the title page. Use the following format for the file name: surname1_surname2_topic.docx (or .pdf).*
- Oct 4 (Tu)** **Proposal presentations**, Session I (*4:30-7:30 pm, SSC 2036*)
- Oct 6 (Th)** **Proposal presentations**, Session II (*4:30-7:30 pm, SSC 2036*)

Week of Oct 10: Assignment of faculty supervisor. Meet with supervisor.

- Oct 11 (Th) Instructions about Data Progress Report and the Research Plan/Literature Survey, Q & A—*Faculty Team*
- Oct 13 (Th) Introduction to Stata — *TA* (*SSC 1032 computer lab*)
- Oct 27 (Th) Fall Study Break
- Nov 8 (Tu)** **Data Progress Report due.** *Bring one hard copy to your main faculty supervisor and upload a copy to OWL by 4:00 pm. Put your name(s) and student number(s) on the title page. Use the following format for the file name: surname1_surname2_pr1.docx (or .pdf).*
- Nov 17 (Th)** **Research Plan and Literature Survey due.** *Bring three hard copies to SSC 4075 and upload a copy to OWL by 4:00 pm. Put your name(s) and student number(s) on the title page. Use the following format for the file name: surname1_surname2_plan.docx (or .pdf).*

Week of Nov 21: Meet with supervisor

Winter term:

- Jan 10 (Tu)** **Last day for formation of new partnerships or submission of new proposals.**
- Jan 12 (Th) Using Stata: Econometric Applications — *TA* (*SSC 1032, computer lab*)
- Jan 17 (Tu) Econometric techniques for 4400 theses — *Charles Saunders*
- Jan 19 (Th) Econometric techniques for 4400 theses — *Charles Saunders*
- Jan 24 (Tu) Using Stata: Econometric Applications — *TA* (*SH 1310, computer lab*)
- Jan 26 (Th)** **Progress Report #2 due.** *Bring three hard copies to SSC 4075 and upload a copy to OWL by 4:00 pm. Put your name(s) and student number(s) on the title page. Use the following format for the e-file name: surname1_surname2_pr2.docx (or .pdf).*

Week of Jan. 31: Progress Report meetings with Faculty Team (*10-minute appointments will be scheduled on Jan. 31 and Feb. 2*):

- Jan 31 (Tu) Progress report meetings (*4:30-7:30, SSC 4069*)
- Feb 2 (Th) Progress report meetings (*4:30-7:30, SSC 4069*)

Possible additional meetings in February, if requested/needed:

- How to do a presentation and how to be a discussant.
- Additional Stata session by the TA in the computing lab.
- Tips on format, references, and writing of an economics research paper.

Feb 20-24 Conference Week

March 2 (Th) Draft Paper due. *Bring three hard copies to SSC 4075, upload a copy to OWL, and email a copy to your assigned discussant(s) by 4:00 pm. Put your name(s) and student number(s) on the title page. Check the course website for the presentation schedule to see when you will present your paper and discuss someone else's. Use the following format for the e-file name: surname1_surname2_draft.docx (or .pdf).*

Mar 7 (Tu) Paper presentations, Session I (4:30-8:00 pm, SSC 2036)

Mar 9 (Th) Paper presentations, Session II (4:30-8:00 pm, SSC 2036)

Mar 10 (Fr) Paper presentations, Session III (4:30-8:30 pm, SSC 2036)

Week of Mar 13: Meet with Faculty Supervisor

Mar 14 (Tu) Written Discussant Remarks due. *Bring three hard copies to SSC 4075, upload a copy to OWL and email a copy to the author(s) of the paper that you discuss. Use the following format for the e-file name: surname_discuss.docx (or .pdf)*

Apr 3 (Mon) Final Paper + response to comments on draft paper are due. *Bring three hard copies to SSC 4075 and upload a copy to OWL by 4:00 pm. Put your name(s), student number(s), and a 100-150 word abstract on the title page. Use the following format for the e-file name: surname1_surname2_final.docx (or .pdf).*

TBA **Party**—details to come.

IV. How? Assignments/Steps to Complete Your Research Project

Carrying out a research project involves a series of steps. The assignments for this course are designed to take you through these steps in a systematic way.

The Topic Proposal and Presentation

This should be a 2-3 page (500-750 words) proposal describing the research question on which you wish to work. In it you must:

- Clearly state your central research question or hypothesis
- Briefly motivate and explain the underlying economics of your topic
- Identify an “anchor paper” that you plan to use as a starting point for your research
- Cite at least three additional published or unpublished academic research papers related to your research question.
- List the names of two economics professors with whom you have discussed your topic and research question (at least one should be a member of the 4400 Faculty Team)
- Provide a preliminary assessment of data availability and/or the nature of the economic

model or framework that you will employ (i.e., you must have started looking for data and/or an analytical framework)

All students will give a short presentation of their topic proposal to the class. In the presentation you will explain and motivate your topic, discuss the main features of your anchor paper, and explain how you plan to build on the anchor paper in your research.

The main aim of this assignment is to make sure you find a do-able research question sooner rather than later, and to allow you to share your topic ideas and receive comments and suggestions from the faculty and class.

The Data Progress Report

This first progress report will facilitate consultation and provide an opportunity for you to bring questions to and receive guidance from the Faculty Team, as well as ensure that you get an early start finding the data for your research project. (If you are writing a theoretical paper, please see below.) The work on this first progress report is closely related to the work for your Research Plan and Literature Survey. You should be working on the two assignments simultaneously. Reading the literature and thinking about your research plan will help you find the data you need (or your theoretical framework).

The Data Progress Report should contain 2 pages with: (a) a summary of your progress since submitting the topic proposal; (b) an explanation of your empirical model, including the dependent and independent variables; and (c) a description of your data (source of the data, how the data were collected, sampling design, number of observations, years covered, etc.). In addition, append up to 3 pages of tables containing the following information about your data:

- i. definitions of the variables in the dataset that you plan to use in your empirical analysis
- ii. descriptive statistics (means, minima, maxima, standard deviations, and number of observations) for these variables.

If you are writing a theoretical paper (with little or no data analysis), then you should submit a 2-3 page Modelling Progress Report containing (a) a summary of your progress since submitting the topic proposal; (b) an outline of the theoretical modelling approach that you plan to follow (e.g., descriptions of the action/choice sets, the payoff or objective functions of the economic agents in the model, the timeline of the model, etc.); (c) a statement of your preliminary conjectures/hypotheses, and (d) some discussion of next steps in your work.

Email the first progress report to your main supervisor and upload a copy on OWL. Make an appointment with your supervisor to discuss your progress report. You are strongly encouraged to discuss your progress report with other faculty members on the faculty team and in Economics or other departments who have knowledge on your topic.

The Research Plan and Literature Survey

In this assignment you will discuss how you plan to carry out your proposed research, based on a careful, systematic survey of relevant literature. The suggested length of this assignment is 10 pages (2000-3000 words). It should be written as a complete paper with an introduction that

motivates the topic and a conclusion. This assignment is not meant to be part of your final paper, but it will inform your research and you will probably draw upon it in your final paper.

This assignment is NOT supposed to be an annotated bibliography or sequential discussion of articles and books on your topic. Rather, it should discuss your planned research in relation to and as motivated by what has been done by others in the literature. It should organize and discuss in a logical fashion the ideas, methods, and findings of existing work in the literature as they related to your planned research. It should explain how the literature informs your research, how your research will build upon the literature, and what is new or different about what you plan to do.

You will be working on the Research Plan and Literature Survey at the same time as the first progress report. The first progress report will inform what you write in the Research Plan and Literature Survey.

Progress Report #2

Progress Report #2 should be 2 to 3 pages containing: (a) a brief summary of progress since the last assignment, (b) an outline of your empirical model (with explanation of any changes since the last assignment), (c) an explanation of your empirical strategy (the econometric approach you plan to use to estimate the model), and (d) results from preliminary regressions. Please append a copy of the first progress report.

(If your data or sample has changed since the first progress report, then explain and append (i) a description of your new data, (ii) definitions of the variables in the dataset that you plan to use in your empirical analysis, and (iii) descriptive statistics (means, minima, maxima, standard deviations, and number of observations) for the variables.)

If you are writing a theoretical paper with no or little empirical analysis, then the second progress report should contain 2 to 3 pages with (a) a brief summary of progress since the last assignment, (b) an outline of your theoretical model (with explanation of any changes since the last assignment), (b) an explanation of preliminary results and conjectures regarding future results; (c) a simple example that illustrates the key trade-off or the main idea (if possible). Please append a copy of the first progress report.

On the first page of Progress Report #2, you should list two faculty members with whom you met in January to discuss your research. One should be your main supervisor; the other should be a faculty member with expertise on your topic of research.

After submission of the progress reports, the Faculty Team will hold individual meetings with all students. The progress report meetings, roughly a month before the draft papers are due, provide an important, one-on-one opportunity for you to apprise us of your progress to date and to discuss any questions and concerns.

The Draft

The first draft of your research paper should be approximately 3000-5000 words. For empirical

papers, the draft should: present and motivate your topic question; explain the economics of the topic; relate your topic, approach and results to the literature; describe the data; explain your empirical model and strategy; and present your initial analysis of the data and empirical results. If your paper is a theoretical paper, the data/empirical sections should be replaced by sections that explain your modelling strategy, present the setup of your model, discuss steps taken to derive results, and present your initial results.

The draft paper should contain section headings and be organized as follows: introduction, relevance to past studies in the literature, your model/estimation techniques, description of the data and empirical approach or methods (for empirical papers) or of theoretical approach and analysis (for theory papers), presentation and discussion of findings, and conclusion.

The introduction should motivate the paper, give a clear statement of the focus/hypothesis of the paper, explain your work's new contribution, and briefly outline your approach. Not everything in your literature survey should be included in the draft, but you should have at least 2-3 pages that explain how your analysis relates to and is motivated by the literature. Since your work is still in progress, your conclusion will be preliminary and should discuss remaining steps in your work.

Please be sure to number the pages, use a reasonable font size (11 or 12) and margins (1"), number all tables and figures, and present full bibliographic information for your references using a standard reference format. Do not use a cover or folder.

Draft papers will be posted on the course website so that everyone can read them and exchange feedback and ideas.

To ensure a coherent draft paper by late February, you must make substantial progress on your research project during December and January. **DO NOT WAIT UNTIL FEBRUARY** to get going on your research!

Oral Presentation/Discussion of Drafts

Students will present a 10-12 minute synopsis of their draft paper to the class, followed by oral comments from a discussant. If a paper is co-authored, both students must participate equally in the presentation. For example, one might present the intro and the model, while the other presents the empirical work and findings.

Discussant Reports, Oral and Written

Each student will be assigned a draft paper to discuss. As discussant, you will give an oral presentation (3-5 minutes) and submit a 2-3 page report containing written comments on the paper.

The role of a discussant is to provide constructive comments that will help the author(s) improve the draft paper. Discussants can suggest other viewpoints from which to approach the subject, point out strengths or weaknesses, suggest relevant literature, and discuss errors or omissions, all in a constructive way.

The model for a written discussant's report is the referee report solicited by journal editors on papers submitted for publication. Copies of some good referee reports are posted on the course website; also, you can look at journals that publish discussant comments, such as the *Brookings Papers on Economic Activity* (both Microeconomics and Macroeconomics), the *Journal of Economic Perspectives*, *Economic Policy*, and the *NBER Macroeconomics Annual*.

The Final Paper + Response to Comments on Draft

The final paper will be a revised version of the draft paper. It should incorporate changes you have made in response to the feedback you have received from your classmates and the Faculty Team. It will contain the final results of the research that you have undertaken for this course. It should be clearly written, carefully proofread, well formatted, and polished. The final paper should include a title page with a 100-150 word abstract that summarizes the highlights of your paper.

Along with the final paper, you will submit a brief written response that explains the changes you have made between the draft and final paper and responds point by point to the written and oral comments you received on your draft paper and presentation from the faculty team, your discussant, and others in the class. Note that it is acceptable to disagree with and not follow some comments and suggestions, but then you should give reasons why not.

V. Everything Else You Always Wanted to Know...

Writing Dos and Don'ts

Instructions on how to write an essay and of writing dos and don'ts are given in the **Guidelines for Essay Courses** posted on the course website. The **Guidelines** contain links to writing resources and assistance, information on how to cite sources, information on essay formats and styles, etc.

Plagiarism: All your work for this course should reflect your own work and should properly cite and reference all sources. Any instances of plagiarism will be **severely** penalized. It is your responsibility to know what PLAGIARISM is and NOT do it! For more information on plagiarism, see the **Guidelines for Essay Courses**. If you are unsure about what constitutes plagiarism, please do not hesitate to ask the Course Team.

Presentations—Audio Visuals

Students should use slides for their presentations prepared with PowerPoint or some similar software program. The classroom is equipped with AV equipment.

Statistical Software

Students who undertake projects involving empirical work are free to use whatever statistical software they prefer. **Stata** is the **recommended software package** because the Course

Committee is familiar with it, it is well suited to research topics usually undertaken by students in 4400, and it is available on the SSC network.

An introduction to using Stata on the SSC network is available at <http://ssts.uwo.ca/support/helpdocuments/statistics/index.html>

Print copies of the full set of Stata manuals are on reserve at Weldon Library. The Map and Data Centre at Weldon has copies of Stata manuals and publications that are available for use within the Centre. Much Stata documentation is available online through its HELP command.

Material from Previous Years

Selected papers from previous years will be available on the course website. These can give you an idea of the standards expected and of the variety of approaches used in recent years. These materials are for you to use for purposes related to Ec4400E; they should NOT be shared or circulated to anyone else.

Helpful Materials from Weldon

Weldon Library maintains a web page for students in Economics. It is full of *extremely* useful information and links. Check it out:

- <http://guides.lib.uwo.ca/economics>



Awards & Prizes for EC 4400 Students

Two awards are given each year to students in Ec4400E. The award winners receive a certificate and book prize, not to mention *eternal glory!*

Mark K. Inman Senior Essay Prize: Awarded to the author(s) of the final paper that is judged to be the best in Economics 4400E. It is given in memory of Dr. Mark K. Inman, one of the founding members of the Department of Economics and Chair of the Department from 1939-1962. With the author's or authors' consent, the winner of the Mark K. Inman Senior Essay Prize is automatically included in the [*Western Undergraduate Economic Review*](#).

Student Choice Award: Awarded to a full-time student enrolled in Economics 4400E who has made the greatest contribution to the class and is most helpful to other students in the course. Students enrolled in Economics 4400E will nominate candidates and select the winner by secret ballot. In the event of a tie, the Faculty Team will decide the winner. Nomination forms are available from the Department of Economics and must be submitted by March 15.

VI. Dos and Don'ts of Data

Do:

- Start early; already is not too soon
- Have a firm idea of what you want to do
- After choosing a topic, ensure that data are available in the format and at the level that you need
- Recognize that confidentiality restrictions may restrict access to variables that you want to use
- Be prepared to have to pay for data if it is coming from outside the university
- Visit the Data Resources Library if you need assistance in locating data
- Visit the Data Resources Library earlier rather than later in the process
- Try to have your topic firmed up and the necessary data lined up and ready to use by the Christmas break – it will make your second term much happier and less stressful
- Check variable definitions and coding: e.g., what is “full-time work”
- Be prepared to change your topic if data are not available
- Be prepared for delays in obtaining data: if data are to be released by Statistics Canada in January, they might not come out until July
- Expect delays in getting data loaded into IDLS: it's not a five-second procedure to load a file – **LET US KNOW EARLY if you need data**

Don't:

- Put off finding your topic
- Find a paper dealing with one country, and expect to find the exact same data and be able to replicate the analysis exactly the same way for another country (e.g., Canada)
- Expect that you will have the same access to data as other authors: they may have personal ties to the organizations providing them with access to the data
- Assume that the data will be available
- Expect definitive data. Data concerning politically sensitive topics (e.g., softwood lumber) may be tinged by the political slant of the organization releasing the data, or may be suppressed
- Expect that the Data Resources Library will be able to drop what it's doing and service your requirements immediately
- Automatically believe what you find on the web
- Assume that the Data Resources Library has the data and just won't give it to you – if we can get you the data, we will. If we can't, asking us each week won't change the situation.

Contact information:

Vince Gray Elizabeth Hill
vince@uwo.ca ethill@uwo.ca

519-661-2111 ext. 85044 519-661-2111 ext.85049

Map and Data Centre

Western Libraries

Weldon Library (ground floor)

VII. Registration and Prerequisites

Registration

You are responsible for ensuring you are registered in the correct courses. If you are not registered in this course, the Department will not release any of your marks until your registration is corrected. You may check your timetable by using the Login on the Student Services website at <https://student.uwo.ca>. If you notice a problem, please contact your home Faculty Academic Counsellor immediately.

Prerequisite Note

The prerequisites for this course are **Economics 2223A/B, Economics 2261A/B, and Economics 2221A/B (Economics 2220A/B** for students in the Economics, Politics and Philosophy Honors Specialization). Student must be in their 4th year of an Honors Specialization module.

You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course. Lack of pre-requisites may not be used as a basis for appeal. If you are found to be ineligible for a course, you may be removed from it at any time and you will receive no adjustment to your fees. This decision cannot be appealed.

If you find that you do not have the course prerequisites, it is in your best interest to drop the course well before the end of the add/drop period. Your prompt attention to this matter will not only help protect your academic record, but will ensure that spaces become available for students who require the course in question for graduation.

SUPPORT SERVICES

Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

ACCESSIBILITY

Please contact economics@uwo.ca if you require information in plain text format, or if any other accommodation can make the course material and/or physical space accessible to you.

Please Note
Department Policies for 2016 – 2017

Remember that the University expects all students to take responsibility for their own academic Programs. Also remember to check your registration to make sure you are enrolled in the correct courses.

1. Guidelines and policies for the Faculty of Social Science and the Department of Economics are posted online in the current Western Academic Calendar at <http://westerncalendar.uwo.ca>.
2. Students must familiarize themselves with the “Rules of Conduct for Examinations” <http://westerncalendar.uwo.ca/2016/pg136.html>.
3. **Cheating as an academic offence:** Students are responsible for understanding what it means to “cheat”. The Department of Economics treats cheating incidents very seriously and will investigate any suspect behavior. Students found guilty will incur penalties that could include a failing grade or being barred from future registration in other economics courses or programs. The University may impose further penalties such as a notation on your official academic transcript, suspension or expulsion.
4. **Plagiarism:** Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge it by using quotation marks where appropriate and referencing with footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the current UWO Academic Calendar at <http://westerncalendar.uwo.ca/2016/pg113.html>).

The University of Western Ontario uses software to check for plagiarism and students may be required to submit their written work in electronic form. Those found guilty will have penalties imposed as noted in point 3.

5. It is Department of Economics policy that **NO** assignments be dated, stamped or accepted by staff. Students are responsible for submitting assignments in class or to the instructor during office hours.
6. When appealing a mark, students should refer to the University’s Procedures in the current UWO Academic Calendar (<http://westerncalendar.uwo.ca/2016/pg112.html>). Please note the relevant deadlines.

The Department will not consider any appeal unless an attempt has been made to settle the matter first with your instructor. If after this discussion you remain dissatisfied with a grade or other decision, you may proceed with a written appeal (e-mails are not acceptable) to the Undergraduate Director in Economics, stating the reasons for your appeal. A useful form and checklist is provided at (http://economics.uwo.ca/undergraduate/program_counselling/responsibilities_policies.html#appeals).

7. Systematic adjustments of a class grade distribution (either up or down) can occur in Economics courses. The fact that grades have been adjusted is **not** grounds for an appeal.

8. Note the following add and drop deadlines:

Last day to **add** a first term half course:
Friday, September 16th, 2016

Last day to **drop** first term half course without academic penalty:
Monday, November 7th, 2016

9. Faculty of Social Science policy states that oversleeping or misreading an exam schedule is not an excuse for a make-up. This rule applies to all mid-term tests and final exams in the Department of Economics.

Policy Regarding Makeup Tests and Final Examinations

*Academic accommodation will **not** be granted automatically on request. You **must** demonstrate by documentation that there are **compelling** medical or compassionate grounds before academic accommodation will be considered.*

If you decide to write a test or an examination, you must be prepared to accept the mark you earn. Rewriting tests or examinations, or having the value of the test or examination reweighted on a retroactive basis, is **not** permitted. Book airline flights after you know the dates of your final examinations. Airline flights must not conflict with test or final exams.

If you are requesting a makeup test for a midterm or a final examination, unless medically incapable, notify your instructor by email or phone, preferably prior to the scheduled date of the test, but definitely within **24 hours** of the date of the test or exam. Failure to follow this procedure may result in denial of a request for academic accommodation or result in a grade of zero. Set up an appointment as soon as possible to meet personally with your instructor. If the instructor is not available, you may send an email message, copying the Undergraduate Coordinator at econugrd@uwo.ca (Social Science Room 4075). **Notifying your instructor of a missed test or exam does not automatically entitle you to a makeup test.**

Students who seek a makeup test or examination must provide medical or other relevant verification that their absence from a regularly scheduled test or examination is beyond their control. Documentation must support your reasons. Medical documentation should be given to the Academic Counselling Office of your *home* Faculty **as soon as possible (preferably within 24 hours of the test)** if you know you may not be able to write your final examination on the scheduled day and time. Failure to follow this procedure, or to provide supporting documentation, may result in denial of a request for academic accommodation or result in a grade of zero. If your documentation is not acceptable, you will be given a zero for the missed test.

For personal illness, if you consult Student Health Services regarding your illness or personal problem, you should request a Student Medical Certificate from the physician. If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The off-campus medical certificate form must be used and can be found at: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf. Notes stating "For Medical Reasons" are not considered sufficient.

For any other circumstances, if you are not sure what documentation to provide, ask your Academic Counsellor. If your documentation is judged sufficient, the Academic Counsellor will issue a Recommendation for a Special Examination (a single form for midterms or a triple color form for final examinations). Once you have this form, contact your instructor as soon as possible to make arrangements. Even if approved from your home faculty Academic Counsellor, there is no guarantee that you will be allowed to write the makeup test and exam.

For final examinations, you need permission from your *home* Faculty Counsellor, your instructor, and the Department Undergraduate Director. Failure to follow this procedure may result in an examination grade of zero. You must ensure that the Special Examination form has been signed by the instructor and Department Undergraduate Director and that the form is returned to the Academic Counselling Office for approval without delay. Make-up final examinations, if permitted, will be written within one month of the end of the exam period.

Policies Regarding Academic Accommodation

Information about the Faculty of Social Science's policies regarding academic accommodation is found on its website at <http://counselling.ssc.uwo.ca/procedures/havingproblems.asp> or in Social Science Room 2105. Your "Academic Rights and Responsibilities" are also outlined in the current UWO Calendar at <http://westerncalendar.uwo.ca/2016/pg111.html>. Claiming that "you didn't know what to do" is not an acceptable excuse for not following the stated procedures.

Policy Regarding Class Attendance

If your instructor views your class attendance as unsatisfactory, you can be prohibited from writing the final examination. If there is intent to make use of this University policy, you will be notified in writing.

Statement on Mental Health and Support Services

If you or someone you know is experiencing emotional/mental distress, there are several resources here at Western to assist you. Please visit <http://www.uwo.ca/uwocom/mentalhealth/> for more information and a complete list of resources, as well as how to obtain help.

Guidelines for Essay Courses

Essay Courses¹

An essay course is defined as a course in which the cumulative amount of written work, excluding written work in examinations, is normally at least 2,500 words (for a half course).

In order to pass an essay course the student must exhibit some minimal level of competence in essay writing as well as the appropriate level of knowledge of the content of the course.

English Language Proficiency for Assignment of Grades²

Students must demonstrate the ability to write clearly and correctly. Written work on any subject that shows a lack of proficiency in English and is unacceptable for academic credit will be failed or, at the discretion of the instructor, returned to the student for revision to an acceptable literate level.

To foster competence in the use of the English language within their disciplines, *all instructors will take proficiency in English into account in the assignment of grades*. Note that this policy applies to all courses, not only essay courses.

Recycling of Assignments

Students are prohibited from handing in the same essay or paper for two different courses. This would be considered a scholastic offence and subject to academic penalties, including, but not limited to, the possibility of zero on that particular assignment.

¹From the UWO Academic Handbook. See http://www.uwo.ca/univsec/pdf/academic_policies/registration_progression_grad/coursenumbeing.pdf

² From the UWO Academic Handbook. See http://www.uwo.ca/univsec/pdf/academic_policies/exam/english.pdf

Plagiarism

Plagiarism is defined as “the act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.”³

The concept of plagiarism applies to ALL assignments and their component parts, including essays, reports, diagrams, statistical tables, and computer projects.

Below are examples of some common mistakes that constitute acts of plagiarism. It is plagiarism if you:⁴

- Submit someone else’s work as your own
- Buy a paper from a paper mill, website or other source and submit it as your own work
- Copy sentences, phrases, paragraphs, or ideas from someone else’s work, published or unpublished, without giving the original author credit
- Replace selected words from a passage and use it as your own without giving the original author credit
- Copy any type of multimedia (graphics, audio, video, internet streams), computer programs, music compositions, graphs, or charts from someone else’s work without giving the original author credit
- Piece together phrases, ideas and sentences from a variety of sources to write an essay without giving the original authors credit
- Build on someone else’s ideas or phrases to write your paper without giving the original author credit

³Excerpted from HC Black, *Black’s Law Dictionary*, West Publishing Co., 1999, 7th ed., p. 1170.

⁴ From the San José State University Plagiarism Tutorial <http://tutorials.sjlibrary.org/tutorial/plagiarism/>

Plagiarism is a serious scholastic offence. Possible consequences of plagiarism include a mark of 0% on the assignment, a mark of 0% for the entire course, and expulsion from the university.

Purchasing an essay is a form of plagiarism and a very serious offence. The UWO Academic Calendar indicates that the penalty can be as severe as expulsion from the university.

Instructors may require students to submit their written work electronically to <http://www.turnitin.com>. Turnitin.com is a service that assists instructors and students in detecting and avoiding plagiarism.

Students wishing more guidance on how to avoid plagiarism or in doubt about whether their work constitutes plagiarism should consult their instructor. Claiming that you did not know you have plagiarized is not an acceptable excuse.

The key to avoiding plagiarism is to cite references correctly and fully for the sources you use in your work. The next section provides a summary of style guidelines for citing references.

Referencing and Citation Guidelines

If you use the work or ideas of others in your work, you must acknowledge the contributions of the original authors and provide citations and references to their work.

The Economics Department has adopted the citation guidelines used in *The Chicago Manual of Style*, 16th edition. Chicago: University of Chicago Press, 2010. An Online version is available from Western Libraries <http://www.lib.uwo.ca>. Search the catalogue by title “Chicago Manual of Style.” For access from off campus, you must use the *OffCampus Access* sign-in on the Library’s homepage.

Economics papers typically use the **author-date** style of references. A detailed explanation of the author-date style and numerous examples of citations for print and electronic sources are available in chapter 15 of the *Chicago Manual of Style Online*. See also the handy “Chicago-Style Citation Quick Guide” under Tools on the homepage.

In the body of an essay, in-text citations give the last names of the authors of the piece you are referencing, the year of publication, and, where relevant, page

numbers. These in-text citations refer the reader to more complete bibliographic references given in a list of references at the end of the essay. If your paper cites multiple works by the same author(s) with the same publication year, the convention is to add a lower case letter after the date in both the in-text citation and the References, e.g., 1993a and 1993b. This way, the in-text citation points the reader to the correct work in the References.

Examples of in-text citations:

Diamond (1981, 1982) and Mortensen (1982a, 1982b) find these externalities can cause an inefficient level of search activity...

The “new view of unemployment” which emerged during the 1970s emphasized the importance of turnover in the labour force and the brief duration of many employments spells (Hall 1970, 1972; Perry 1972; Marston 1976).

The primary objectives of the LMAS are “1. To provide measures of the dynamic...the Labour Force Survey” (Statistics Canada 1990, 5).

The list of references at the end of the essay should be titled References or Works Cited. It provides more complete bibliographic information about each source cited. In addition to References, you should also provide adequate referencing of any data sources. This should be done in a data appendix following the text of the paper and before the References.

Examples of the author-date style in the References for some commonly used materials follow. Note that for a book with two or more authors, only the first author’s name is inverted, and a comma appears both before and after the first author’s given name or initials.

(i) BOOKS:

Lastname, Firstname. Copyright year. *Title of Book*. Place of Publication: Publisher’s Name.

e.g. Wonnacott, Thomas, and Ronald Wonnacott. 1984. *Introductory Statistics for Business and Economics*. 3rd edition. Toronto: John Wiley & Sons.

(ii) JOURNAL ARTICLES OR ARTICLES IN A BANK REVIEW:

Lastname, Firstname. Year. "Title of Article." *Name of Journal or Bank Review* Volume: pages.

e.g. Geweke, John F., and David E. Runkle. 1995. "A Fine Time for Monetary Policy." *Federal Reserve Bank of Minneapolis Quarterly Review* 19: 18-31.

(iii) GOVERNMENT PUBLICATIONS:

Government Agency, Bureau or Department. Year. *Title*. Catalogue or issue number or additional information (where applicable).

e.g. Statistics Canada. 1983. *Logging: Annual Census of Forestry*. Catalogue No. 25-201.

U.S. Department of Commerce, Bureau of the Census. 1975. *Median Gross Rent by Counties of the United States, 1970*. Prepared by the Geography Division in cooperation with the Housing Division, Bureau of the Census. Washington, DC.

(iv) NEWSPAPERS:

Lastname, Firstname. Year. "Title." *Name of Newspaper*. Month day. Note that the page number should be given in the in-text citation, for example, (Sicular and Hartford 1989, 14).

e.g. Sicular, Terry, and Kathleen Hartford. 1989. "China's Looming Rural Crisis." *Asian Wall Street Weekly*. July 3.

(v) CHAPTERS IN EDITED BOOKS OR CONFERENCE VOLUMES:

Lastname, Firstname. Year. "Title." In *Title of Book/Volume*, edited by Firstname Lastname, page range. Place of Publication: Publisher's Name.

e.g. Fafchamps, Marcel. 2001. "The Role of Business Networks in Market Development in Sub-Saharan Africa." In *Communities and Markets in Economic Development*, edited by Masahiko Aoki and Yujiro Hayami, 186-214. New York: Oxford University Press.

(vi) ONLINE BOOKS:

Lastname, Firstname. Year. *Title*. Place of Publication: Publisher. url/web address (access date).

e.g. Mäler, Karl-Göran, and Jeffrey R. Vincent, eds. 2005. *Handbook of Environmental Economics, Vol. 3: Economywide and International Environmental Issues*. Amsterdam: Elsevier. <http://www.sciencedirect.com/science/handbooks/15740099> (July 23, 2007).

(vii) ONLINE JOURNAL ARTICLES:

A DOI (digital object identifier) is preferable to a URL. If using a URL, use the address that appears in your browser's address bar when viewing the article (or the abstract) unless a shorter, more stable form of the URL is offered along with the electronic article.

Lastname, Firstname. Year. "Title." *Journal* Volume: pages or article number. doi: **OR** url/web address (access date)

e.g. Caucutt, Elizabeth M., and Krishna B. Kumar. 2008. "Africa: Is Aid an Answer?" *The B.E. Journal of Macroeconomics* 8(1): 1935-1690. doi: 10.2202/1935-1690.1761

Ruffle, Bradley J., and Richard Sosis. 2007. Does it Pay to Pray? Costly Ritual and Cooperation. *B.E. Journal of Economic Analysis and Policy* 7(1): Article 12. <http://www.bepress.com/bejeap/vol7/iss1/art18> (Aug. 7, 2007).

(viii) INTERNET SITES:

Name of Website or Organization. "Title". Access date. url/web address.

e.g. McDonald's Corporation. "Our History." Accessed July 19, 2016. <https://www.mcdonalds.com/us/en-us/about-us/our-history.html>

Writing an Economics Essay: Starting Points

The best place to start a written economics assignment is by reviewing your instructor's description of and instructions for the assignment. If you have questions about the assignment, you should ask your instructor.

A good way to learn how economists write is to read work written by economists. Examples of economic writing can be found in the course outline, economics journals, working papers series, and other economic publications. Your instructor may be able to suggest good examples of published work or provide examples of good student work from past years.

Two books that provide useful advice on how to write for economics are:

McCloskey, Dierdre N. 2000. *Economical Writing, 2nd edition*. Prospect Heights, Illinois: Waveland Press.

Greenlaw, Steven A. 2006. *Doing Economics: A Guide to Understanding and Doing Economic Research*. New York: Houghton Mifflin Co.

Writing an Economics Essay: Resources

An excellent place to start looking for information and ideas is the **Resources Link** on the Department of Economics website (<http://economics.uwo.ca/resources/index.html>). Here you will find a comprehensive list of sources for published and unpublished economic papers, articles, books, theses, government publications, data, and so on.

The **DB Weldon Library** has an outstanding collection of materials in economics, including bibliographies, indexes, handbooks, and periodicals. Library holdings, the online library catalogue, and other resources are available electronically from the Western Libraries Homepage <http://www.lib.uwo.ca/>. Access is available anywhere there is an internet connection using the OffCampus Proxy Server on the Library main page.

There is a wealth of "how to" information, including YouTube videos, on the Library's home page. You are strongly encouraged to take a library orientation tour, as well, to learn about where things are located physically and online, and where to go for assistance. You should feel free to consult library staff if you have any questions or are having difficulty using the library.

The New Palgrave Dictionary of Economics is a good place to begin exploring topics in economics. The most comprehensive dictionary of economics in existence today, it features articles by influential economists in their areas of expertise. It is available online through the library catalogue, or in print in the Weldon's Reference section (call # HB 61.N49 2008 v. 1-8).

EconLit (Economic Literature) is a comprehensive, indexed electronic bibliography of economic literature from 1969 to the present covering major journals, articles in collective volumes (essays, proceedings, etc.), books, book reviews, dissertations, and working papers. Citations, selected abstracts, and links to UWO's full-text resources are provided. *EconLit* is available through the Library catalogue, or from the Library's list of Databases found under "Research Tools" on the Library homepage <http://www.lib.uwo.ca/>.

You can download and print records from the *EconLit* database. Once you have successfully marked records of interest, download your marked records to a text file, send marked records by email, or export them to a citation manager such as *Refworks*.

Refworks is a bibliographic and citation software tool that can be used to construct citations and lists of references in the author-date and other styles. Search the library catalogue (title search) for *Refworks* for access using Western's group access code.

CANSIM (Canadian Socio-economic Information Management System) is Statistics Canada's computerized database of time series data covering a wide variety of social and economic aspects of Canadian life. Access the database by doing a Title Search on the Western Libraries Catalogue, or from the Library's list of Databases found under "Research Tools" on the Library homepage <http://www.lib.uwo.ca/>.

Western Undergraduate Economics Review (WUER)

The Department of Economics encourages students to consider submitting their essays to the *Western Undergraduate Economics Review*, a journal published annually by the Department that showcases student work in economics. For information about the *WUER* and its submission guidelines, please visit http://economics.uwo.ca/undergraduate/undergraduate_economics_review.html